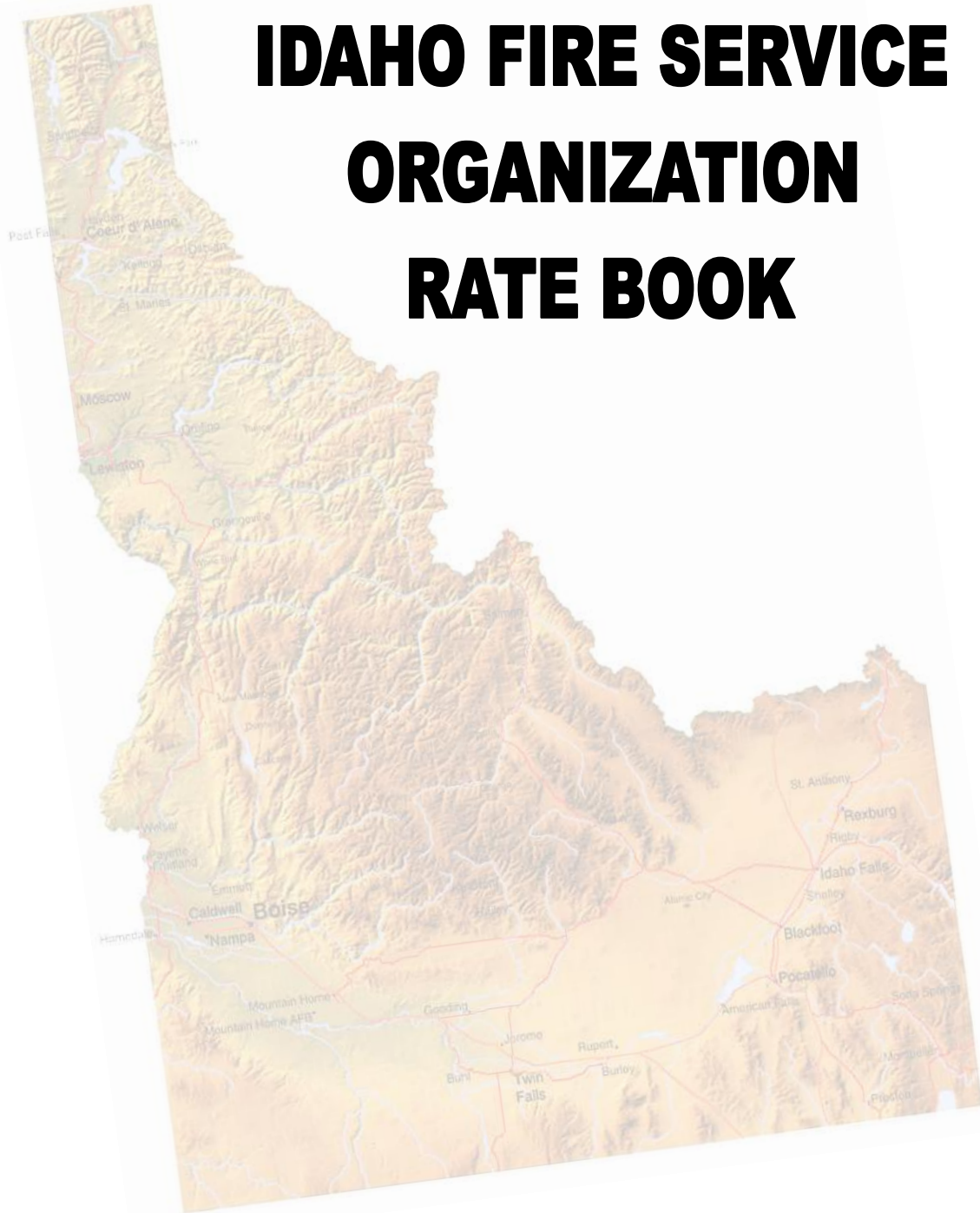


2011

IDAHO FIRE SERVICE ORGANIZATION RATE BOOK



2011 IDAHO FIRE SERVICE ORGANIZATION RATE BOOK

Developed by the Idaho Department of Lands (IDL) in conjunction with the Idaho Bureau of Homeland Security and Idaho Fire Chiefs Association.

This publication is available at: <http://www.idl.idaho.gov/index.htm>. Published copies of this document may be obtained from IDL Forest Protective District offices throughout the State, or the IDL Bureau of Fire Management, 3284 West Industrial Loop, Coeur d'Alene, ID, 83815, (208) 769-1525.

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TABLE OF CONTENTS

SUMMARY OF CHANGES FROM FSO RATE BOOK, 2010 EDITION	1
INTRODUCTION	2
Purpose.....	2
Scope.....	2
Initial Attack Exclusion.....	2
PRE-CERTIFICATION AND CERTIFICATION PROCEDURES.....	3
Position Task Books.....	3
Incident Qualification Cards.....	3
WATER HANDLING EQUIPMENT CLASSIFICATION.....	4
Engines	4
Water Tenders and Water Trucks.....	4
Personnel Requirement for Water Handling Equipment.....	5
Water Handling Equipment Rates.....	5
Federal Excess Personal Property (FEPP) Equipment Rates.....	6
Portable Pumps.....	7
GENERAL REQUIREMENTS OF WATER HANDLING EQUIPMENT	7
Equipment Complement and Inventory.....	7
Tank Baffling	7
Gross Vehicle Weight.....	7
AMBULANCES	7
MOBILIZATION.....	8
Equipment Hiring Methods	8
Single Resource Hiring Methods	9
Supplemental Fire Department Resources	9
Length of Assignment.....	9
Crew Rotations.....	9
VEHICLE AND EQUIPMENT PROVISIONS	9
Hourly/Daily Rate	9
Other Equipment Rates	10
Operating Supplies.....	10
Foam Units.....	10
Transport of FSO Equipment.....	10
Double Shift.....	10
Claims	10
Chase Vehicles	11
Repairs.....	11
RESOURCE ORDERING AND TRACKING	11
Standard Fire Mobilization	11
County and State Disaster Mobilization	11
REIMBURSEMENT PROCEDURES.....	11
Documentation Necessary for Payment	12
Department-Specific Expenses	12

APPENDICES

APPENDIX 1 - Idaho Cooperator Certification Form (CCF)

APPENDIX 2 - Required Complement—Engines, Water Tenders, and Water Trucks

APPENDIX 3 - FSO Mobilization Checklist

APPENDIX 4 - Personal Protective Equipment for Fire Personnel

APPENDIX 5 - Example Emergency Equipment Shift Ticket, OF-297

APPENDIX 6 - Example Emergency Equipment Use Invoice, OF-286

APPENDIX 7 - Meal Rate and Per Diem Guidelines

APPENDIX 8 - IDL Fire Management Contacts

2011 Fire Service Organization Rate Book Updates

1. B. Scope

At the end of the last paragraph, added "FSOs responding to incidents under their jurisdictional responsibility should not expect to be placed in paid status".

2. Pre-certification and Certification Procedures

The second paragraph reduces the number of acceptable systems for wildland certification from three to two.

Changes "Idaho Department of Lands Implementation of the NWCG Wildland Fire Qualifications System Guide" to "Wildland Fire Qualifications System Guide, PMS 310-1, published by the National Wildfire Coordinating Group" and updates web link.

Deletes "Standards for Wildland Firefighter Professional Qualifications, NFPA 1051" as an acceptable system for certification for wildland fire positions.

2. A. Position Task Books

Deletes language regarding documentation standards for qualifications under the NFPA 1051 standard.

2. B. Incident Qualification Cards

In the first paragraph, adds "Annual Fireline Safety Refresher (RT-130) and fitness requirements" as required training necessary prior to FSO Fire Chief certifying personnel for FFT1 and FFT2.

In the second paragraph, adds sentence clarifying that single resources acting as strike team/task force leaders for structural resources must meet NFPA standards for those positions.

3. A. Engines

In Engine Classification table, corrects pump minimum flow for Type 3 engines from 250 GPM @ 150 PSI to 150 GPM @ 250 PSI to follow NWCG standards. Also adds "Maximum GVWR" for Type 5 through 7 engines to follow NWCG standards.

3. D. Water Handling Equipment Rates

In first paragraph, removed "The FSO will determine actual hourly wage per employee based on position, level of qualification, experience, etc".

5. Ambulances

In first paragraph, adds "Supplies used must be documented and include an invoice for replacement cost for reimbursement". In first paragraph, adds "No additional payment will be made for EMT kits".

7. C. Operating Supplies

In first paragraph, adds "Fuel will not be reimbursed for local initial attack response".

7. I. Repairs

Adds "No further payment will accrue during any period that equipment is not in a safe or operable condition. Payment will be based on the hours the resource was operational during the assigned shift".

Appendix 1. Idaho Cooperator Certification Form

Changes to form to remove unnecessary fields and consolidate, and added column for equipment type beside rate column. On Page 2 of the Idaho Cooperator Certification Form: Personnel, removes "or NFPA Equivalency & Position".

Appendix 7. AD Pay Plan for Emergency Workers

Deleted.

1. INTRODUCTION

A. Purpose

The Idaho Fire Service Organization (FSO) Rate Book describes the required procedures for certifying, mobilizing, and reimbursing FSOs throughout the state of Idaho. The FSO Rate Book also establishes standard rates for equipment and personnel while mobilized in support of extended attack assignments, or while hired under local agreements.

Authority for policies and procedures contained herein are granted by the *Idaho Cooperative Fire Protection and Stafford Act Response Agreement, 2007-2012*:

1. "Fire Service Organization (FSO) defined: (1) county or municipal (e.g., town or city) equipment and personnel, (2) volunteer and paid personnel, from fire service organization(s), and (3) county and fire service organization equipment and apparatus."
2. "Fire Service Organizations are made available to the Federal Agencies through the State within the Northern Rockies and the Great Basin geographic areas. Cooperation with Fire Service Organizations at the city and county government level is desirable. Local Cooperative Fire Agreements for initial attack mutual assistance can be entered into with Fire Service Organizations by any agency. It is the State's responsibility to be the single hiring point for equipment and personnel obtained from the Fire Service Organizations for all dispatches outside their jurisdictional responsibility."

B. Scope

The requirements within this document are designed for FSO mobilization to support **Extended Attack or Planned Need Assignments**. These assignments typically:

1. Require a Resource Order from Idaho Department of Lands (IDL) or a Mission Assignment from the Idaho Bureau of Homeland Security (BHS).
2. Have an anticipated duration of 24 hours to a maximum of 14 days, or more with proper approvals.

FSOs responding to incidents under their jurisdictional responsibility should not expect to be placed in paid status.

C. Initial Attack Exclusion

This document does not supersede local **Initial Attack or Immediate Need Response** assistance agreements. Initial attack agreements can be entered into between FSOs and any wildland agency. These assignments typically:

1. Do not require a Resource Order.
2. Have an anticipated duration of less than 24 hours.

In areas where an FSO and a wildland fire protection agency(s) have common jurisdictional fire responsibilities, the entities are encouraged to enter into agreements to define operational guidelines and specify payment arrangements during initial attack.

2. PRE-CERTIFICATION AND CERTIFICATION PROCEDURES

Local FSO resources operating within their jurisdiction are responsible for establishing and meeting their own local standards. When being mobilized for extended attack, all equipment and personnel must be certified by the procedures established in this document through the IDL. Ideally, certification will take place preseason so that any problems can be addressed. It is the responsibility of the FSO Fire Chief, or their designee, to ensure resources meet all minimum requirements. Refer to *Idaho Cooperator Certification Form*, Appendix 1, for further detail.

There are two acceptable systems for wildland certification that may be used:

- Skills Crosswalk - Wildland Training for Structural Firefighters (Crosswalk). The Crosswalk recognizes the skills developed through the National Fire Protection Association (NFPA) structural fire training and identifies additional wildland fire training needs to meet National Wildfire Coordinating Group (NWCG) minimum qualifications. The Crosswalk is designed to facilitate wildland and structural cross-training. Currently the Crosswalk is limited to Wildland Firefighter Type 2 (FFT2), Wildland Firefighter Type 1 (FFT1), Engine Boss (ENGB), and Strike Team Leader, Engines (STEN). For detailed information see:

www.usfa.dhs.gov/fireservice/subjects/wildfire/crosswalk_overview.shtm

- Wildland Fire Qualifications System Guide, PMS 310-1, published by the National Wildfire Coordinating Group.

www.nwcg.gov/pms/docs/docs.htm

A. Position Task Books

Task books are required for both the Crosswalk and the NWCG qualifications systems. FSO Chiefs may initiate any task book, but can only certify task books for FFT1 and FFT2.

B. Incident Qualification Cards

Incident Qualification Cards are required on all wildland fire incidents when operating outside an FSO's protection area, or outside the area defined in local agreements. Incident Qualification Cards will be issued by the FSO Fire Chief to persons in their department that meet all qualifications, including Annual Fireline Safety Refresher (RT-130) and fitness requirements for FFT1 and FFT2. Incident Qualification Cards for positions at or above the Single Resource Boss (Engine Boss) level must be issued by the IDL Bureau of Fire Management.

Personnel utilized for structural protection on wildland incidents need to meet NFPA standards for their respective structural firefighting positions. This includes personnel staffing Type 1 or Type 2 structure engines or serving as a strike team/task force leader for structure resources. Qualifications for these positions will be provided by the FSO Chief.

NOTE: If an individual who is a member of an FSO contracts themselves or their privately-owned equipment under a separate agreement, they are considered a private contractor and do not fall under any policy or rules pertaining to FSOs.

3. WATER HANDLING EQUIPMENT CLASSIFICATION

A. Engines

	Engine Classification						
	Structural		Wildland				
Requirements	1*	2*	3	4	5	6	7
Tank minimum capacity	300	300	500	750	400	150	50
Pump minimum flow (GPM@PSI)	1000 150	500 150	150 250	50 100	50 100	50 100	10 100
Hose, 2 ½" (feet)	1200	1000	--	--	--	--	--
1 ½" (feet)	500	500	1000	300	300	300	--
1" (feet)	-0-	-0-	500	300	300	300	200
Ladders (per NFPA 1901)	Yes	Yes	--	--	--	--	--
Master stream (GPM)	500	--	--	--	--	--	--
Pump and roll	--	--	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lbs)	--	--	--	--	26,000	19,500	14,000
Personnel (minimum number)	4	3	3	2**	2**	2**	2**
<i>* Type 1 and 2 Structural Engines must also meet minimum equipment and PPE specifications of NFPA 1901, Standard for Automotive Fire Apparatus.</i> <i>** Type 4 through 7 Engines may be ordered with an additional crew member at the request of the host agency.</i>							

1. All types shall meet federal, state, and agency requirements for motor vehicle safety standards, including all gross vehicle weight rating when fully loaded.
2. Type 3 through 6 Engines shall be able to prime and pump water from a 10-foot lift. Portable volume pump with a minimum capacity to pump 100 gallons per minute is acceptable.

B. Water Tenders and Water Trucks

A water tender is intended for use in the following tactical operations: in support of urban interface when structures are involved, for use on the fireline, or in direct support of fire suppression activities.

A water truck is intended for use in the following support operations: dust abatement, water transfer, and unloading into port-a-tank or engine. Water trucks will not be used for direct fire suppression activities.

Requirements	Water Tender (WT) and Water Truck (WTR) Classification		
	WT/WTR 1	WT/WTR 2	WT/WTR 3
Tank minimum capacity	4000+	2500	1000
Pump minimum flow (GPM@PSI)	300 50	200 50	200 50
Max. refill time (minutes)	30	20	15
Personnel (minimum number)	1*	1*	1*
<i>*Water Tenders may be ordered with an additional crew member at the request of the host agency.</i>			

1. All types shall meet federal, state, and agency requirements for motor vehicle safety standards, including all gross vehicle weight rating when fully loaded.
2. All water tenders and water trucks shall be able to prime and pump water from a 10-foot lift. Portable volume pump with a minimum capacity to pump 100 gallons per minute is acceptable.
3. Water trucks shall have a spreader bar that is capable of broadcasting an even spray for dust abatement purposes.

C. Personnel Requirement for Water Handling Equipment

Classification	Physical Fitness Test	Fireline Safety Refresher (4)	Personal Protective Equipment (PPE)
Water Truck (1)	No	Yes	Yes
Water Tenders (1)	No	Yes	Yes
Engines, Types 1 and 2 (2)	Light or NFPA 1001 or 1500	Yes	Yes
Engines, Type 3-7 (3)	Arduous or NFPA 1001 or 1500	Yes	Yes
<p>(1) Must be accompanied by fireline-qualified person while on fireline duty.</p> <p>(2) Need to meet the requirements of NFPA 1001, Standard for Firefighter Professional Qualifications, and NFPA 1021, Standard for Fire Officer Professional Qualifications.</p> <p>(3) Single Resource Boss (Engine) required.</p> <p>(4) Annual Fireline Safety Refresher Training is required for all personnel participating in fire suppression activities who may be subject to assignments on the fireline. Refresher training shall minimally consist of fire shelter purpose and use, practice deployments, and any pertinent fire safety related topics such as: Fire Orders and Watch-Out Situations; Lookouts, Communications, Escape Routes, and Safety Zones (LCES); Look Up, Look Down, and Look Around.</p>			

D. Water Handling Equipment Rates

Daily shift rates are based on a 14-hour day. The hourly rate will be used on the first and last days of an assignment, not to exceed the daily rate. Personnel rates are calculated using an average hourly rate of \$21 per person for E1-WE7. An hourly rate of \$24 is used for calculating personnel rates for WT and WTR1-3. This rate reflects the additional skills and/or licensing requirements for operation of large equipment.

2011 FIRE SERVICE ORGANIZATION RATES					
CLASS	UNOP DAILY RATE	UNOP HOURLY RATE	FULLY OP DAILY RATE	FULLY OP HOURLY RATE	# PERSONS
STRUCTURAL ENGINES					
E1	\$ 1,456	\$ 104	\$ 2,632	\$ 188	4
E2	\$ 1,386	\$ 99	\$ 2,268	\$ 162	3

WILDLAND ENGINES					
WE3	\$ 1,204	\$ 86	\$ 2,086	\$ 149	3
WE4	\$ 1,008	\$ 72	\$ 1,596	\$ 114	2*
WE5	\$ 840	\$ 60	\$ 1,428	\$ 102	2*
WE6	\$ 784	\$ 56	\$ 1,372	\$ 98	2*
WE7	\$ 490	\$ 35	\$ 1,078	\$ 77	2*
WATER TENDERS					
WT1	\$ 1,400	\$ 100	\$ 1,736	\$ 124	1*
WT2	\$ 1,204	\$ 86	\$ 1,540	\$ 110	1*
WT3	\$ 882	\$ 63	\$ 1,218	\$ 87	1*
WATER TRUCKS					
WTR1	\$ 756	\$ 54	\$ 1,092	\$ 78	1*
WTR2	\$ 574	\$ 41	\$ 910	\$ 65	1*
WTR3	\$ 336	\$ 24	\$ 672	\$ 48	1*
COMMAND VEHICLES					
Compact	\$ 52			\$ 0.24/mi.	
½ Ton	\$ 57			\$ 0.30/mi.	
¾ Ton +	\$ 64			\$ 0.34/mi.	
* Equipment may be ordered with an additional crew member upon request of the host agency at an hourly rate of \$21 or a daily rate of \$294.					

E. Federal Excess Personal Property (FEPP) Equipment Rates

FEPP rates are calculated at .666 percent of the equipment portion of the daily rate. The FEPP rate is calculated to cover operating expense of the equipment only, with no allowance for depreciation.

2011 FIRE SERVICE ORGANIZATION RATES FEDERAL EXCESS EQUIPMENT (FEPP)					
STRUCTURAL ENGINES					
CLASS	FED EX UNOP DAILY	FED EX UNOP HOURLY	FED EX FULLY OP DAILY	FED EX FULLY OP HOURLY	# PERSONS
E1	\$970	\$ 69	\$2,146	\$ 153	4
E2	\$923	\$ 66	\$1,805	\$ 129	3
WILDLAND ENGINES					
WE3	\$802	\$ 57	\$1,684	\$ 120	3
WE4	\$671	\$ 48	\$1,259	\$ 90	2*
WE5	\$559	\$ 40	\$1,147	\$ 82	2*
WE6	\$522	\$ 37	\$1,110	\$ 79	2*
WE7	\$326	\$ 23	\$ 914	\$ 65	2
WATER TENDERS					
WT1	\$932	\$ 67	\$1,268	\$ 91	1*
WT2	\$802	\$ 57	\$1,138	\$ 81	1*
WT3	\$587	\$ 42	\$ 923	\$ 66	1*
WATER TRUCK					
WTR1	\$503	\$ 36	\$ 839	\$ 60	1*
WTR2	\$382	\$ 27	\$ 718	\$ 51	1*
WTR3	\$224	\$ 16	\$ 560	\$ 40	1*
* Equipment may be ordered with an additional crew member upon request of the host agency at an hourly rate of \$21.00 or a daily rate of \$294.					

F. Portable Pumps

Class	Unoperated Daily Rate	Remarks
P1	\$137.00	Trailer-mounted low-pressure/high-volume pump producing a minimum volume of 500 GPM. FSO provides intake and discharge hose.
P2	\$ 64.00	Small low-volume/high-pressure portable pumps with intake hose, capable of being transported by one or two people. Pumps in this category are the Mark 26, Mark III, and Gorman Rupp, or similar type pumps.
P3	\$ 37.00	Small low-pressure/high-volume portable pump that can be transported by one or two people. These pumps are similar to a Homelite or Honda trash pump.

4. GENERAL REQUIREMENTS OF WATER HANDLING EQUIPMENT

A. Equipment Complement and Inventory

For the additional engine and water tender complement, see Required Complement–Engines, Water Tenders and Water Trucks, Appendix 2. At the time of hire, the FSO shall provide a complete inventory of the firefighting accessories on the vehicle. A copy of the inventory shall be provided to the inspector and the procurement unit each time the vehicle is hired or reassigned to an incident.

B. Tank Baffling

The water tanks must be equipped with partitions that reduce the shifting of the water load. Engines, water tenders, and water trucks shall have the water tank baffled in a manner that conforms to the NFPA Standards for Mobile Water Supply Apparatus, the American Society of Mechanical Engineers standards, or other industry-accepted engineering standards.

C. Gross Vehicle Weight

Fully-loaded water handling equipment (including operators and accessory equipment) must conform to manufacturer's gross vehicle weight rating (GVWR), or state highway gross vehicle weight (GVW) limits, whichever is less. This includes balancing the load in a manner that all axle weights comply with the manufacturer's gross axle weight rating. Certification will require the unit to be fully loaded, with the FSO providing weight tickets for the load from a certified scale. The weight tickets will be by individual axle weight. An exception to the GVW requirements may be made for the Type 1 Tenders, designed for off-highway construction where the GVW is less than the GVWR.

5. AMBULANCES

Ordering units must specify advanced life support ambulance (Ambulance, ALS), basic life support ambulance (Ambulance, BLS), or an ALS chase unit (Chase Unit, ALS). The FSO will be reimbursed for all medical supplies used on the incident. Supplies used must be documented and include an invoice for replacement cost for reimbursement. No additional payment will be made for EMT kits.

TYPE*	MINIMUM PERSONNEL AND CERTIFICATION**
Ambulance, ALS	(1) EMT – Intermediate and (1) EMT-Basic
Ambulance, BLS	(2) EMT – Basic
ALS Chase Unit	(1) EMT – Intermediate
<p>* Each ambulance or chase unit will be equipped with the patient care items necessary for the level of care as established by the Idaho Emergency Medical Service (EMS) Bureau.</p> <p>** EMT certifications are minimum Idaho EMS Bureau certification levels. All personnel must complete Annual Fireline Safety Refresher, RT-130, or equivalent. Personnel must comply with medical direction requirements of the host unit when mobilized outside their home jurisdiction.</p>	

2011 AMBULANCE RATES				
TYPE	UNOP DAILY RATE	UNOP HOURLY RATE	FULLY OP DAILY RATE	FULLY OP HOURLY RATE
Ambulance, ALS*	\$784	\$ 56	\$1,540	\$ 110
Ambulance, BLS*	\$714	\$ 51	\$1,330	\$ 95
ALS Chase Unit	\$462	\$ 33	\$ 910	\$ 65
<p>* Patient transport costs - The FSO ambulance will revert to their normal billing procedures for medical care requiring patient transport. Bills will be directed to the patient's home agency Workers' Compensation policy. Medical transport shall be documented on an Emergency Equipment Shift Ticket, OF-297. A copy of all transport paperwork shall be turned in to the Finance Section at the incident.</p> <p>** Additional BLS personnel may be ordered at \$22 per hour, or \$308 per day. Additional ALS personnel may be ordered at \$32 per hour, or \$448 per day.</p>				

6. MOBILIZATION

A. Equipment Hiring Methods

There are three hiring options for FSO equipment:

1. Fully operated: This is the preferred method of hire. Under this option, the FSO is paid a single rate for personnel and equipment. The FSO is responsible for all payroll costs, including payroll tax and Workers' Compensation.
2. Unoperated - actual personnel payroll costs reimbursed: This method can be used when mobilizing resources from career-staffed departments. Under this option, the equipment will be hired at the unoperated rate and actual payroll costs for personnel will be reimbursed. Full time career-staffed fire departments may be reimbursed for backfill costs, portal-to-portal pay, and other department contract specifications when obligated by existing personnel contracts. See Reimbursement Procedures for further information on department-specific expenses.
3. Unoperated - personnel hired as IDL casuals: This option will only be utilized if the department does not have payroll capabilities. Under this option, the equipment will

be hired at the unoperated rate, and the personnel will be hired as IDL casuals (temporary employees). IDL casuals are covered by the IDL Workers' Compensation policy. Personnel hired as casuals will be required to complete all necessary hiring paperwork through the local IDL district office prior to mobilization.

B. Single Resource Hiring Methods

There are two options for hiring of single resource personnel:

1. FSO personnel mobilized as single resources will remain employees of their department and be subject to all applicable department policies. Actual payroll and travel costs will be reimbursed. Backfill costs may be reimbursed when obligated by existing personnel contracts. See Reimbursement Procedures for further discussion on department-specific expenses.
2. FSO personnel mobilized as single resources from departments without payroll capability may be hired as an IDL casual employee. IDL policy is to hire casuals as needed to directly support IDL incidents or interests. All paperwork for casuals must be completed and on file at the local IDL office prior to mobilization.

C. Supplemental Fire Department Resources

Supplemental fire department resources are defined as overhead affiliated with local fire departments that are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. for department staff. Use of supplemental resources will adhere to the standards and provisions set forth in the National Wildfire Coordination Group memorandum of February 6, 2009, Agreements with Local Fire Departments (NWCG#004-2009), and is available at www.nwcg.gov/general/memos/nwcg-004-2009.html.

D. Length of Assignment

When mobilized for an extended attack/planned need assignment, FSO personnel should be prepared for a minimum 14-day assignment, excluding travel days. Depending on incident location, one or more days may be necessary for travel, increasing the total assignment time. In some cases, assignments may be extended for a total of 21 days (including travel) with appropriate approval.

E. Crew Rotations

In order to maintain consistency, accountability, and safety, crew rotations are discouraged. However, it is recognized that rotations may be necessary. Compensation for expenses associated with rotations will be at the FSO's expense unless authorized, in writing, by the IMT and host agency.

7. VEHICLE AND EQUIPMENT PROVISIONS

A. Hourly/Daily Rate

The hourly rate will apply to the first and last days of the assignment. The daily rate will be paid for all other shifts. The daily rate is based on a 14-hour day. No additional compensation will be given for shifts longer than 14 hours.

B. Other Equipment Rates

Use the appropriate regional supplement to the Interagency Incident Business Management Handbook, Chapter 20, Acquisition, to determine rental rates for equipment not included in this document. Reduce the Chapter 20 regional supplement's rates by 20 percent to account for costs to contractors that are not applicable to FSO equipment.

Rates for unique items will be negotiated on a case-by-case basis with the local IDL Area/District/Association office.

C. Operating Supplies

FSO equipment will be reimbursed for fuel used during an extended attack assignment. Costs will be reimbursed with proper documentation (e.g., detailed receipt). Fuel will not be reimbursed for local initial attack response. Repairs and normal maintenance will be the FSO's responsibility.

Foam used during an incident will be replaced by the host agency. If the foam available at the incident is not compatible with FSO equipment, the FSO may be reimbursed upon return to the home unit. The amount of foam used must be documented on the Emergency Equipment Shift Ticket, OF-297, with appropriate approvals. A Resource Order will be issued by the Supply Unit Leader for the replacement foam. The Resource Order and a copy of the original invoice will be submitted for reimbursement.

D. Foam Units

No additional compensation will be given for foam units.

E. Transport of FSO Equipment

While FSO equipment is in transport status (via heavy equipment transport, not being driven), the rate will be reduced by one-half of the daily rate for that class of equipment.

F. Double Shift

Double shift is defined as being staffed with two operators or two crews (one per shift). There will be no compensation for a double shift unless a separate operator(s) and/or crew(s) is/are ordered in writing for the second shift. Agency personnel at the Section Chief level may authorize a second crew. This must be documented on a Resource Order.

The double shift rate will be calculated as 1.65 times the daily rate for the appropriate vehicle class.

G. Claims

Equipment furnished under this agreement may be operated in and subjected to extreme environmental and/or strenuous operating conditions. These could include, but are not limited to: unimproved roads; steep, rocky, hilly terrain; dust; heat; and smoky conditions. As a result, by entering into this agreement, the FSO agrees that what is considered wear and tear under this agreement is in excess of what the equipment is subjected to under normal operations and is reflected in the rates paid for the equipment.

All claims for lost or damaged equipment should be properly reported and documented through the Finance Section at the incident. Claims may be filed from the home unit; however, resolution of the claim will be at the discretion of IDL.

H. Chase Vehicles

The cost of a chase vehicle will not be charged to an incident unless authorized by the ordering agency and documented on the Resource Order.

I. Repairs

No further payment will accrue during any period that equipment is not in a safe or operable condition. Payment will be based on the hours the resource was operational during the assigned shift. Personnel are entitled to eight hours in pay status while equipment is being repaired, unless personnel contracts specify otherwise. See Water Handling Equipment Rates for personnel rates for fully operated equipment for calculating personnel pay for an eight-hour shift.

8. RESOURCE ORDERING AND TRACKING

A. Standard Fire Mobilization

Resource Orders will typically be generated by the dispatch center responsible for support of an incident. The dispatch center will go through the usual resource procurement process to fill the order. If an FSO resource is used to fill the order, the FSO will provide the dispatch center the equipment and personnel details of the resources. This information will be input into the Resource Ordering and Status System (ROSS) at the dispatch center for tracking purposes. A Resource Order which includes Resource Order number, incident name and location, responsible agency, reporting location, date and time needed, and other pertinent information will be sent by facsimile (fax) to the FSO office. A copy of the Resource Order must accompany the resource when checking in at the incident.

B. County and State Disaster Mobilization

Local agencies and city and county government can request assistance for resources through the Idaho Bureau of Homeland Security (BHS) Mission Request system once declarations of disaster have been made by both the county and state. BHS will issue a Mission Assignment to IDL for the requested resources. If the Mission Assignment is accepted, IDL will fill the request through the normal fire dispatching procedure.

9. REIMBURSEMENT PROCEDURES

Payment for all FSO resources mobilized in support of extended attack incidents is transacted through IDL. The Incident Management Team or local administrative office (federal or state) must complete the normal timekeeping functions for the FSO while assigned to the incident.

For those FSOs that have entered into agreements with neighboring federal agencies for initial attack or other fire protection services, payment will be processed through that agency for those services.

A. Documentation Necessary for Payment

All payment documentation must be submitted to the appropriate agency office within 14 days of being released. Original signed copies of the following documents must be submitted to IDL for payment upon return from an incident:

1. Emergency Equipment Use Invoice, OF-286.
2. Emergency Equipment Shift Ticket, OF-297, for each day.
3. Emergency Firefighter Time Report, OF-288, for single resource positions.
4. Receipts for all fuel purchases, meals, and other miscellaneous expenses not provided at the fire.

B. Department-Specific Expenses

Career-staffed FSO departments can submit an invoice for actual employee payroll costs including benefits. Payroll costs that will be reimbursed include:

1. Actual payroll costs for personnel sent to the incident. This will be for actual hours worked on the incident unless department policies or union agreements specify otherwise.
2. Backfill costs to meet department staffing requirements. IDL will only reimburse additional payroll costs above and beyond those the department would have incurred to provide the scheduled level of protection. For example, if an employee is brought in on a regularly scheduled day off to cover the shift of the mobilized employee, IDL will pay the additional overtime costs for the backfill employee.

Example:

	Firefighter 1	Firefighter 2
Firefighter (FF) 1 and 2 are paid the same rate.	Regular time \$10 per hour Overtime \$15 per hour	Regular time \$10 per hour Overtime \$15 per hour
Home unit has FF 1 scheduled to work a 24-hour shift.	Budgeted \$240 to cover the personnel cost	
When FF 1 is assigned to the incident, all personnel costs for the employee are paid by the incident.	The home unit retains the \$240 it has budgeted for personnel costs.	
Home unit backfills FF 1's 24-hour shift with FF 2 at overtime rate.		FF 2 is paid \$360 (24 x \$15)

Funds budgeted for FF 1 are now paid to FF 2. Additional cost to the home unit of \$120.		\$360 overtime cost - <u>\$240 budgeted shift cost</u> \$120 Difference
	All regular and overtime costs paid by incident.	Incident billed \$120 for additional backfill costs.

3. Backfill firefighters should be within the same pay range as the mobilized firefighter. Backfill pay rates will not be reimbursed for differences greater than 35 percent of the mobilized employee.
4. The reimbursement for backfill will only be for those shifts that the mobilized employee was scheduled to work for the duration of the incident assignment.

The following documentation will be required when seeking reimbursement for payment of hours greater than those documented on Crew Time Reports, SF-261; Emergency Firefighter Time Report, OF-288; or for backfill costs:

1. Copy of the firefighter contract that defines the employee payment terms, including pay rate, length of shifts, and overtime provisions.
2. A copy of the department's work schedule to determine the days that additional backfill costs will be incurred.
3. Actual payroll costs for backfill employee for days that backfill reimbursement will be sought.

This provision does not apply while FSOs are acting within the scope of mutual aid or local initial attack agreements.

IDL will not reimburse administrative costs.

IDAHO COOPERATOR CERTIFICATION FORM (CCF)

- A. The equipment listed on the Idaho CCF meets all of the minimum requirements found in the Idaho Fire Service Organization Rate Book (FSO Rate Book) for use and operation of the equipment type identified.
- B. Failure to accurately classify the equipment type as described in the FSO Rate Book shall result in a downgrade of typing and a reduction in rate to the type level the equipment meets as set forth in the FSO Rate Book. Failure of the equipment described herein to meet all FSO Rate Book requirements, or to provide the qualified personnel or equipment within 24 hours, will be cause for release and return to point of hire in pay status.
- C. It is agreed that the hiring entity may inspect the listed equipment and the appropriate training records. These inspections may be done preseason or at the incident during fire season.
- D. A copy of this certification shall be provided to the Finance/Administration Section Chief or their designated representative immediately upon arrival at an incident. When the Idaho Cooperator Certification Form (CCF) has been completed, **no other agreement (or EERA) is necessary.**
- E. The individuals listed on the resource list meet all of the requirements for the position(s) listed in accordance with National Wildfire Coordinating Group (NWCG), Wildland Fire Qualification System Guide, PMS 310-1, or NFPA Equivalency. Operators must possess an Idaho Driver's License and have the knowledge, skills, and abilities to operate the type and class of equipment listed herein.

I certify that the equipment and personnel listed herein meet the minimum resource typing standards as shown in the Idaho Fire Service Organization Rate Book. I hereby certify that I am authorized to sign this Idaho Cooperator Certification Form.

Fire Chief (Signature)

Date

Fire Chief Name (Printed)

Fire Department Name (Printed)

IDAHO COOPERATOR CERTIFICATION FORM (CCF) RESOURCES

Name

NWCG Qualification

[illegible]

IDAHO COOPERATOR CERTIFICATION FORM (CCF)

When the Idaho Cooperator Certification Form (CCF) has been completed, no other agreement (or EERA) is necessary.

1. PROCUREMENT AGENCY a. Name and Address:		b. IDL Agreement No.: c. Phone: d. FAX:		2. EFFECTIVE DATES OF CERTIFICATION a. Beginning: b. Ending:	
3. FIRE DEPARTMENT a. Name and Address:		c. E-mail Address: d. Phone (Day): Phone (Night): Cell Phone: FAX:		5. ORDERING DISPATCH CENTER	
6. THE FOLLOWING EQUIPMENT IS BEING PROVIDED <input type="checkbox"/> Fully Operated <input type="checkbox"/> Un-Operated <input type="checkbox"/> Actual Cost				OPERATING SUPPLIES Initial attack – provided by FSO Extended attack – provided by government	
7. ITEM DESCRIPTION - Provide: Make, Model, Year, VIN, or Serial No., and List NWCG Equipment Type		8. HRLY/DAILY/MILEAGE/SHIFT BASIS		9. SPECIAL	
Description	Type	Rate	Unit		
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
		\$0.00			
10. SPECIAL PROVISIONS - Hourly rate to apply on first and last day not to exceed daily rate.					
11. SIGNATURE OF FIRE CHIEF OR AUTHORIZED AGENT			12. SIGNATURE OF FIRE WARDEN OR AUTHORIZED AGENT		
13. PRINT NAME AND TITLE	14. DATE	15. PRINT NAME AND TITLE	16. DATE		

ADDITIONAL REQUIRED COMPLEMENT – ENGINES

- 2 each – Nozzles, combination fog/straight stream, 1" National Pipe Straight Hose (NPSH) female
- 2 each – Nozzles, combination fog/straight stream, 1 ½" National Hose (NH) female
- 20 feet – Suction hose with strainer or screened foot valve
- 2 each – Shovels, size 0
- 2 each – Pulaskis
- 1 each – Spanner wrench, combination 1" – 1 ½"
- 2 each – Gated wyes, 1 ½", NH threads
- 4 each – Reducers, 1 ½" NH female to 1", NPSH male
- 2 each – Increasers 1" NPSH female to 1 ½" NH male
- 1 each – Double male 1 ½" NH threads
- 1 each – Double female 1 ½" NH threads
- 2 each – Adapters 1 ½" NH female to 1 ½" NPSH male
- 2 each – Adapters 1 ½" NPSH female to 1 ½" NH male
- 1 each – Double male 1 ½" NH threads
- 1 each – Fire hose clamp
- 1 each – First Aid Kit (5 person)
- 1 each – Five (5) gallon container for drinking water
- 1 each – Set of three (3) reflectors
- 1 each – Fire extinguisher (5 BC or better)
- 1 each – Set of wheel chocks (meets industry standards)
- 1 each – Pump for water fill or have drafting capability
- 300 feet – ¾" synthetic hose – 50 foot sections
- 4 each – reducer, 1" NPSH to ¾" hose
- 2 each – adjustable nozzles, ¾"
- 1 each – mop-up wand, ¾" receptor for hose
- 4 each – gated wye, ¾"
- 5 each – inline ball valves, ¾"
- 2 each – adapters, ¼ turn to 1 ½ NH (1 female/1 male)
- Fuel to operate pump and engine for 12 hours (minimum five (5) gallons)

ADDITIONAL REQUIRED COMPLEMENT – WATER TENDERS

- 1 each – 1" nozzle – combination; fog/straight stream
- 20 feet – Suction hose (minimum) with strainer or screened foot valve
- 2 each – Shovels, size 0
- 2 each – Pulaskis
- 1 each – Spanner wrench, combination
- 1 each – Hydrant wrench
- 2 each – Adapters, 1 ½" NPSH female to 1 ½" NH male
- 2 each – Adapters, ¼ turn to 1 ½" NH (1 female/1 male)
- 2 each – Adapters, 1 ½" NH female to 1 ½" NPSH male
- 2 each – Reducers, 2 ½" NH female to 1 ½" NH male
- 1 each – Double male, 1 ½" NH
- 1 each – Double female, 1 ½" NH
- 1 each – Gated wye, 1 ½" NH
- 1 each – Fire hose clamp
- 1 each – First Aid Kit (5 person)
- 1 each – Set of three (3) reflectors
- 1 each – Fire extinguisher (5 BC or better)
- 2 each – Portable hand lights
- 100 feet – 1 ½", cotton/synthetic hose NH thread
- 50 feet – 2 ½" with nozzle, cotton/synthetic hose, NH thread
- 2 each – Discharge outlets: 1 ½" NH thread
- 1 each – Discharge outlet: 2 ½" NH thread
- 1 ½" NH to 1" NPSH reducer
- Frame or self-standing portable water tank - 1,000 gallon minimum
- Wheel Chocks (meets industry standards)
- Fuel to operate pump and engine for 12 hours (minimum five (5) gallons)

ADDITIONAL REQUIRED COMPLEMENT – WATER TRUCKS

- Wheel Chocks (meet industry standards)
- Fire Extinguisher (5BC or better)
- Drafting Hose (20ft w/strainer)
- First Aid Kit (5 person)
- Reflectors (set of 3)

FIRE SERVICE ORGANIZATION (FSO) MOBILIZATION CHECKLIST

Don't Forget to Take With You:

- ☐ Resource Order (RO) – Two (2) copies.
- ☐ Fire Service Organization Rate Book.
- ☐ Completed Idaho Cooperator Certification Form – Personnel and Equipment.
- ☐ Emergency Equipment Shift Ticket Book, OF-297. Crew and equipment time for fully operated rate and/or for equipment at unoperated rate.
- ☐ Crew Time Reports, SF-261. Personnel time if paid at the unoperated rate or single resource personnel such as Strike Team Engine (STEN).
- ☐ Emergency Firefighter Time Report, OF-288. AD/Casual employees.
- ☐ Evaluation Forms – Single Resource, ICS225 or Crew, ICS224. Local Use Evaluation for local responses. Available on-line or from IDL contact.
- ☐ Inventory of apparatus. Complement on engine including Personal Protective Equipment (PPE), etc.
- ☐ Incident Qualification Card. Indicates wildland fire qualifications for all personnel.
- ☐ Position Task Books. If applicable.
- ☐ Other Personnel Qualification Cards. Other than wildland (i.e., EMT. etc.).
- ☐ Credit Card for fuel.
- ☐ Personal Items. Tent, sleeping bag, warm clothing, personal hygiene items.

Paperwork to Bring Back With You:

- ☐ Payment package, including signed original Emergency Equipment Use Invoice, OF-286, and Emergency Equipment Shift Tickets, OF-297. Obtain from Finance during demobilization.
- ☐ All pre and post inspections.
- ☐ Receipts for meals and other miscellaneous expenses not provided at the fire. Reimbursement determination will be made upon return to your home unit.
- ☐ Evaluations. An evaluation must be completed by your immediate supervisor at the fire (DIVS, STEN, IC, etc.). Important for recertification of positions.
- ☐ Other documents. All documentation provided to you at the fire.

PERSONAL PROTECTIVE EQUIPMENT FOR FIRE PERSONNEL

1. Boots: All leather, lace-up type, minimum 8 inches high with lug-type soles in good condition (steel toe boots are unacceptable).
2. Hard Hat: Plastic, Class B, ANSI Z89.1, 1986, OSHA approved, with chin strap.
Note: hard hat meeting NFPA Standard 1977, 2005 Edition, is required.
3. Gloves: One pair of heavy-duty leather per person.
4. Eye Protection: One pair per person (meets standards ANSI Z87.1, latest edition).
5. Head Lamp: One lamp per person with batteries and attachment for hard hat.
6. Canteen: One quart size, two per person required, four per person recommended (filled prior to arrival at incident).
7. Fire Shelter: One serviceable shelter per person.
8. Flame Resistant Clothing: Shirt and trousers for routine fireline duties, flame resistant clothing must:
 - a. Self-extinguish upon removal from heat source.
 - b. Act as an effective thermal barrier by minimizing conductive heat transfer.
 - c. Not melt or shrink to any appreciable degree upon decomposition during exposure to a high heat source.
 - d. Be manufactured from flame retardant treated (FRT) cotton, FRT rayon, FRT wool, aramid (Nomex), or other similar fabric.
9. Turnout Gear: Structural engines only.

EMERGENCY EQUIPMENT SHIFT TICKET OF-297

Shift tickets must be completed at the end of each operational period. Shift tickets may be obtained from a Division Supervisor or the Finance Section. The Fire Service Organization and the person responsible for directing the work of the equipment are responsible to see that shift tickets are completed. **Any known defects or damage to equipment going on or off shift must be documented in the “Remarks” section.**

EMERGENCY EQUIPMENT SHIFT TICKET				INVOICE POSTED BY (EQTR'S Initials) 		
NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.						
1. AGREEMENT NUMBER IDL 230-xx-05		2. RESOURCE ORDER NUMBER E-16		3. CONTRACTOR (name) Hershey VFD		
4. INCIDENT NAME/# Bad One, ID-POS-23010		5. NO. OF OPERATORS 1		6. OPERATOR (name)(s) Tanner Jones		
7. ITEM DESCRIPTION & VIN/SERIAL # 1987 Ford WE6 S/N 32146567						
9. DATE	10. EQUIPMENT USE (ACTUAL TIME WORKED)			11. REMARKS (down time & cause, problems, etc.)		
	HOURS/DAYS/MILES(circle one)					
MO/DAY/YR	START	STOP	WORK			SPECIAL
8/15/XX	1000	2030	10.5			
8/16/XX	0800	2200	14			
8/17/XX	0800	0930	1.5			
12. EQUIPMENT STATUS						
a. Inspected and under agreement		<input checked="checked" type="checkbox"/>		b. Released by Govt. <input type="checkbox"/>		
				c. Withdrawn by Contractor <input type="checkbox"/>		
13. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE Tanner Jones				15. AUTHORIZED GOVERNMENT AGENT SIGNATURE Tinder Dry		
14. PRINTED NAME AND TITLE Tanner Jones, Operator				16. PRINTED NAME AND TITLE Tinder Dry, DIVS		
				17. Date Signed 8/17/XX		
NSN 7540-01-119-5628 50297-102				OPTIONAL FORM 297 (Rev. x-xx) USDA/USDI		

EMERGENCY EQUIPMENT – USE INVOICEPAGE 1 OF 1

1. CONTRACTOR a. name and address Hershey VFD 375 Foam Lane Anywhere, ID 80000 b. EIN/SSN 82-0032456789				2. INCIDENT OR PROJECT NAME Bad One ID-POS-23010							
				3. AGREEMENT NUMBER (from OF-294) IDL 230-xx-05							
				4. EFFECTIVE DATES OF AGREEMENT a. beginning 04/01/xx b. ending 12/31/xx							
5. EQUIPMENT (list make, model, serial number, etc.) 1987 Ford Wildland Engine KB 1234 ID #32146567 WE6				6. POINT OF HIRE (location when hired) Location at time of hire							
				7. DATE OF HIRE 8/15/XX		8. TIME OF HIRE 1000					
9. ADMINISTRATIVE OFFICE FOR PAYMENT Pend Oreille Forest Protective District 2550 Highway 2 West Sandpoint, ID 83864				10. THE WORK RATE IS BASED ON ALL OPERATING SUPPLIES BEING FURNISHED BY <input type="checkbox"/> CONTRACTOR (wet) <input checked="" type="checkbox"/> GOVERNMENT (dry)							
				11. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT							
				12. RESOURCE ORDER NUMBER E16							
13. YEAR 20XX MO DA		14. WORK OR DAILY RATE a. UNITS WORKED (MI/HR/DAY) b. RATE c. AMOUNT		15. SPECIAL RATE a. UNITS WORKED (MI/HR/DAY) b. RATE c. AMOUNT		16. TOTAL AMOUNT EARNED (14C + 15C)		17. GUARANTEE		18. AMOUNT (COLUMN 16 OR 17, WHICHEVER IS GREATER)	
8/15/xx		10.5 Hrs 98.00 1029.00		Hours		1092.00		N/A		1092.00	
8/16/xx		1 day 1372.00 1372.00		1 Day		1372.00		N/A		1372.00	
8/17/xx		1.5 hrs 98.00 147.00		Hours		147.00		N/A		147.00	
19. CHARGE CODE				20. OBJECT CODE		23. GROSS AMOUNT DUE				2611.00	
						24. ITEM 23 FROM PREVIOUS PAGE					
21. EQUIPMENT WAS <input checked="" type="checkbox"/> RELEASED <input type="checkbox"/> WITHDRAWN				DATE: TIME:		25. TOTAL AMOUNT DUE				2611.00	
				8/17/xx 0930		26. DEDUCTIONS (attach statement)					
22. REMARKS No Damage/No Claims						27. ADDITIONS (attach statement)					
						28. NET AMOUNT DUE				2611.00	
29. NOTE: CONTRACT RELEASE FOR AND IN CONSIDERATION OF RECEIPT OF PAYMENT IN THE AMOUNT SHOWN ON "NET AMOUNT DUE: LINE 28, CONTRACTOR HEREBY RELEASES THE GOVERNMENT FROM ANY AND ALL CLAIMS ARISING UNDER THIS AGREEMENT EXCEPT AS RESERVED IN "REMARKS" BLOCK 22.											
30. CONTRACTOR'S SIGNATURE				31. DATE xx/xx/xx		32. RECEIVING OFFICER'S SIGNATURE				33. DATE xx/xx/xx	
34. PRINT NAME AND TITLE Tanner Jones, Operator				35. PRINT NAME AND TITLE Gary Warden, Fire Warden							

NSN 7540-01-120-4062

50286-102

OPTIONAL FORM 286 (REV. 7-90)

2011 MEAL RATES AND PER DIEM GUIDELINES

These provisions apply to all regular and casual Idaho Department of Lands (IDL) employees and to all fire service organization personnel mobilized through IDL.

All IDL employees are expected to provide for their subsistence while in travel status and will be reimbursed upon return to the home unit via a travel voucher. In no cases will IDL employees use purchase cards to purchase meals.

A. The **In-State Meal Rates** will be used for any of the following circumstances:

1. Meals are provided in support of **prescribed burning**. See Timber Management Handbook, Section A, for administrative procedures.
2. When per diem is being claimed on a travel voucher while **traveling in-state**. This applies if you are claiming per diem on an in-state fire assignment.

Breakfast	\$7.50
Lunch	\$10.50
Dinner	\$16.50
Full Day	\$30.00

Note: Partial day rates are based on 25% (B), 35% (L), and 55% (D) of the full-day meal rate. Total invoice must include 15% gratuity.

B. The **Fire-Contracted Meal Rates** will be used in Idaho only when the following conditions are met:

1. Meals are provided in support of **fire suppression** (not prescribed burning).
2. Meals are provided by a vendor, with a contract (EERA), and the Meal and Lodging Authorization Form is used.

Breakfast	\$11.50
Lunch	\$16.10
Dinner	\$25.30
Full Day	\$46.00

Note: Partial day rates are based on 25% (B), 35% (L), and 55% (D) of the full-day meal rate. Total invoice must include 15% gratuity.

C. The **GSA Domestic Per Diem Meal Rates** will be used whenever per diem is being claimed on a travel voucher while **traveling outside Idaho**. See GSA Domestic Per Diem Rates at:

www.gsa.gov/portal/category/21287

IDAHO DEPARTMENT OF LANDS FIRE MANAGEMENT CONTACTS

Fire Management Bureau

Brian Shiplett, Chief, Bureau Fire Management
Ken Homik, Fire Business Program Manager
3284 West Industrial Loop
Coeur d'Alene, ID 83815
208-769-1522 FAX 208-769-1524

Priest Lake Forest Protective District

Mick Schanilec, Area Manager
Dan Brown, Fire Warden
4053 Cavanaugh Bay Road
Coolin, ID 83821
208-443-2516 FAX 208-443-2162

Pend Oreille Lake Area Office

Ed Robinson, Area Manager
Chris Remsen, Fire Warden
2250 Hwy 2 West
Sandpoint, ID 83864
208-263-5104 FAX 208-263-0724

Kootenai Valley Forest Protective District

Eric Beesaw, Area Manager
Chris Lund, Fire Warden
6327 Main Street
Bonners Ferry, ID 83805
208-267-5577 FAX 208-267-8301

Mica Forest Protective District

Mike Denney, Area Manager
Gary Darrington, Fire Warden
3258 West Industrial Loop
Coeur d'Alene, ID 83815
208-769-1577 FAX 208-769-1597

West St. Joe Forest Protective District

Ken Ockfen, Area Manager
Josh Harvey, Fire Warden
1806 Main Avenue
St. Maries, ID 83861
208-245-4551 FAX 208-245-4867

Cataldo Forest Protective District

Bob Burke, Area Manager
Len Young, Fire Warden
80 Hilltop Overpass Road
Kingston, ID 83839
208-682-4611 FAX 208-682-2991

Clearwater Area Office

Bob McKnight, Area Manager
10230 Highway 12
Orofino, ID 83544
208-476-4587 FAX 208-476-7175

Craig Mountain Forest Protective District

Jay Sila, Area Manager
Rob Pentzer, Fire Warden
PO Box 68
Craigmont, ID 83523
208-924-5571 FAX 208-924-5572

Maggie Creek Forest Protective District

Jim Clapperton, Area Manager
David Summers, Fire Warden
Route 2 Box 190
Kamiah, ID 83536
208-935-2141 FAX 208-935-0905

Ponderosa Forest Protective District

Sam Charles, Area Manager
Jason Svancara, Fire Warden
3130 Highway 3
Deary, ID 83823
208-877-1121 FAX 208-877-1122

Southwest Idaho Forest Protective District

Steve Douglas, Area Manager
Dan Christman, Fire Warden
8355 W. State Street
Boise, ID 83714
208-334-3488 FAX 208-853-6372

South Central Area Office

Tim Duffner, Area Manager
324 S. 417 E., Suite 2
Jerome, ID 83338
208-324-2561 FAX 208-324-2917

Eastern Idaho Area Office

Pat Brown, Area Manager
3563 Ririe Highway
Idaho Falls, ID 83401
208-525-7167 FAX 208-525-7178

Clearwater-Potlatch Timber Protective Association

Howard Weeks, Chief Fire Warden
10250 Highway 12
Orofino, ID 83544
208-476-5612 FAX 208-476-7218

Southern Idaho Timber Protective Association

Mark Woods, Chief Fire Warden
555 Deinhard Lane
McCall, ID 83638
208-634-2268 FAX 208-634-5117